

CHIEF WATER PLANT OPERATOR

PURPOSE:

Lead a team to maintain a safe, reliable, and cost-efficient supply of potable water.

ACCOUNTABILITIES:

1. Maintain a safe, reliable, and cost-efficient supply of potable water.
 - * A. Complete regular rounds of all Water Division facilities to ensure proper operating conditions.
 - * B. Control the volume and pressure of raw, intermediate, and treated water to the appropriate points within the water system by monitoring and operating pumps and valves in order to meet demand for finished water.
 - * C. Adjust feed rates of various chemicals as necessary to maintain prescribed dosage rates and meet all applicable standards for potable water treatment.
 - * D. Ensure all phases of the water treatment process are in accordance with applicable standards.
 - * E. Maintain equipment and processes used in treating and delivering water to produce potable water in accordance with all applicable standards.
 - * F. Predict demand for finished, potable water in all water systems served by the City of Duluth
 - * G. Maintain a sufficient volume and pressure of finished, potable water delivered to all the water systems served by the City of Duluth sufficient to meet their demands.
 - * H. Troubleshoot and correct abnormal operating conditions.
 - * I. Operate and maintain all equipment used in the treatment and supply of water by the City of Duluth.
 - * J. Report transmission or distribution losses to the proper individuals or agencies for correction.
 - * K. Collaborate with other individuals, within and without the City, in order to conduct regular and emergency operations efficiently.
 - * L. Correspond with others, verbally and in writing, within and without the City, in a respectful, appropriate manner.
 - * M. Operate and maintain the building heating, ventilating, and air conditioning systems, including the building's boiler(s).
 - * N. Coordinate inspection, cleaning, maintenance, repair, and disinfection of all Water Division facilities.
 - * O. Coordinate maintenance, troubleshooting, and repair of Supervisory Control & Data Acquisition (SCADA) system.
 - * P. Maintain a complete operation and maintenance record system.
 - * Q. Assist in the development of the Water Division annual work plan, annual budget, and long-range strategic plan.
 - * R. Propose safer, more effective methods of upgrading Water Division facilities and operations.
2. Organize and direct the work activities of assigned personnel.
 - * A. Determine priorities, assign work, and coordinate schedules of assigned personnel.

- * B. Assist in the hiring, transfer, suspension, or discharge of assigned personnel.
- * C. Establish work standards and complete employee evaluations.
- * D. Monitor work sites to ensure compliance with established methods, guidelines, standards, and procedures.
- * E. Train personnel in correct and safe methods and procedures necessary to accomplish their assigned work.
- F. Recommend adjustments or other actions in employee grievances.
- G. Provide assigned personnel with access to all necessary information.

MINIMUM QUALIFICATIONS:

1. Experience

- † Five years experience operating a Minnesota Class "A", or equivalent, water treatment plant.

2. License

- † Must possess and maintain a Minnesota Class "A" water operator's license, and a Minnesota Second Class "C" boiler operator's license.

3. Knowledge

- † A. Extensive knowledge of the methods, tools, equipment, chemicals, and materials used in the treatment of water for consumption.
- † B. Knowledge of high voltage (2400 a electricity
- † C. Knowledge of mechanical systems and plumbing
- † D. Knowledge of chemistry
- † E. Basic knowledge of mathematics
- † F. Basic knowledge of electronics
- † G. Knowledge of safe work practices associated with chemicals, high voltage electricity, large, moving equipment, gasses and liquids under pressure, and other occupational hazards.
- † H. Knowledge of microcomputer operation.
- † I. Knowledge of low pressure boxer operation, maintenance, and repair.
- † J. Knowledge of building heating, ventilation, and air conditioning equipment operation, maintenance, and repair
- † K. Knowledge of effective supervisory practice.

4. Skills

- † A. Extensive skill in troubleshooting, maintaining, and repairing mechanical, plumbing, electrical, and electronic systems.
- † B. Skill in accurately measuring and recording data using various means, including electronic and computers.
- † C. Skill in accomplishing work by directing others.
- † D. Skill in interpersonal relations.

5. Abilities

- † A. Ability to transport oneself and the tools and materials used in the job to various locations within and without pump stations, the water treatment plant, and the City of Duluth.
- † B. Ability to lift and carry up to 100 pounds occasionally and 50 pounds frequently. Representative tasks include unloading and transporting bagged chemicals and carrying replacement parts and repair tools.
- † C. Ability to wale crawl, push pull balance, climb using ladders and stairs, to make routine rounds, unload and transport chemicals, and maintain equipment located at some height above the ground.
- † D. Ability to stoop, bend, reach, handle, finger, and feel while maintaining equipment.
- † E. Ability to talk, hear, taste, and feel while communicating and diagnosing equipment malfunction.
- † F. Ability to see at near, mid, and far ranges and to perceive depth and distinguish colors. Representative tasks include driving, and making rounds to detect incorrect plant operation.
- † G. Ability to operate an overhead crane.
- † H. Ability to read information from and enter information into computers.
- † I. Ability to read and interpret information from charts, maps, diagrams, gauges, meters, and computers.
- † J. Ability to work shifts and overtime and be available for on-call duty as needed.
- † K. Ability to perform emergency operations using Self-Contained Breathing Apparatus (SCEA).
- † L. Ability to think and act with good judgement during emergency situations, such as unplanned events, power outages, and sudden mechanical failures.

* Essential functions of the classification.

† Minimum requirements necessary on the first day of employment.

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